



## INDIAN CHILD AND FAMILY PRESERVATION PROGRAM

2525 Cleveland Avenue, Suite A Santa Rosa, CA 95403 • (707) 544-8509

456 N State Street, Suite C Ukiah, CA 95482 • (707) 621-8002

<b>Position:</b>	ICWA Administrative Assistant
<b>Worksite:</b>	Santa Rosa, CA and Mendocino, CA (Primary Site)
<b>Supervised By:</b>	Executive or Deputy Director/Office Manager
<b>Service Area:</b>	Sonoma, Lake, and Mendocino Counties (primary)
<b>Salary Range:</b>	\$18-\$22/hr. (per experience and funding availability)

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**JOB PURPOSE:** Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices, and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. All ICFPP Employees are considered 'at will' employees.

### **DUTIES & RESPONSIBILITIES:**

- Provide intake and phone support for staff at main & satellite ICFPP offices.
- Handles incoming and outgoing mail.
- Communicates with social workers, probation officers, service providers and Tribal Staff members.
- Manages multi-court calendar systems for the two ICFPP offices.
- Updates the ICFPP resources directory.

### **SKILLS REQUIRED:**

- Strong reading and writing skills with the ability to draft legal correspondence.
- Ability to conduct interviews regarding sensitive subject matters and write reports.
- Good communication skills with the ability to interact with a variety of professionals in the Tribal, child welfare, legal, educational, and judicial work environments.
- Strong desire and ability to learn all aspects of the ICFPP, including possessing advanced computer skills.
- Willing to work a flexible schedule, as necessary.
- Ability to maintain confidentiality in all related matters of the ICFPP.
- Willing to transport clients and assist in emergency situations, as necessary.

**MINIMUM QUALIFICATIONS:**

- Must possess an associate degree in Sociology, Early Childhood Development, Administration of Justice, or another closely related field plus 5 years' experience.
- Maintain a California Driver's license and be insurable.
- Must submit and pass a Live Scan background check.
- Must sign a confidentiality statement and submit to random drug testing.

**SPECIAL QUALIFICATIONS:**

- Must be sensitive to the needs of Native Americans and knowledgeable of their culture, traditions (beliefs and practices), history, and community (in Northern CA)
  - Strong background in trauma-informed care and treating co-occurring disorders (mental health and alcohol/substance abuse disorders).
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**APPLY TO: Indian Child & Family Preservation Program**

**Attn: Elizabeth DeRouen**

**Phone: 707-544-8509**

**2525 Cleveland Ave. Suite A, Santa Rosa, CA 95403**

**Email Resumes to: [admin@icfpp.net](mailto:admin@icfpp.net)**

*Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Self-Determination Act (Public Law 93-638). Subject to the foregoing, Indian Child & Family Preservation Program is an equal opportunity employer. All application forms and resumes are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Indian Child & Family Preservation Program.*

*Reasonable Accommodation: Indian Child & Family Preservation Program will make reasonable efforts in the selection process to accommodate persons with disabilities. Please request any special needs accommodations in advance of selections procedures by calling (707)544-8509.*